

CREDIT CARD POLICY

Financial Management

CREDIT CARD OPERATING INSTRUCTION

This instruction prescribes the procedures for use of the (2) _____ Squadron credit card(s) that are issued to certain Squadron Members. This instruction does not change the requirements in CAPR 173-2 concerning prior authorization to expend Squadron funds.

1. The Finance Committee has authorized use of the _____ Squadron credit cards for the following Squadron Member(s) subject to the credit limits shown below for each card:

a. Name	Position	-	\$500
b. Name	Position	-	\$500

2. The credit cards may be used to pay for expenditures directly related to those activities within those Members scope of duty. The aggregate balance on each account at any one time may not exceed the credit limit shown above.

3. All uses of the _____ Squadron credit card will be documented and reported to the Squadron Finance Officer. Any receipts must be turned in on a monthly basis. If a receipt is not obtained, then an e-mail message to the Squadron Finance Officer documenting your transaction will suffice. All receipts must show what the expenditure was for to facilitate posting to the correct accounts. Vehicle identification numbers, aircraft N numbers, mission numbers, the purpose of the expense and any other identifying information necessary to facilitate the categorization of these expenditures is a requirement. The date, vendor name, items purchased and amount will be included on any e-mail notification in addition to the above information.

4. Any _____ Squadron credit card that is lost or stolen must be reported immediately to the Wing Administrator, Squadron Commander and Finance Officer.

5. The _____ Squadron credit card(s) will not be used for personal expenditures at any time.

Squadron Commander Name _____ Date: _____

Squadron Commander

Policy Approved by Finance Committee on _____.